



## **iCan Bike Volunteer Recruitment Guide**

- Be sure you have enough volunteers, but not too many. Every volunteer should feel useful and have a rewarding experience. It's not rewarding showing up to volunteer and standing around watching.
- We need a minimum of 2 spotters at least 16 years old per rider (ratio of 2:1 spotters to riders) for each session.
- Spotters shall be physically fit such that they can run beside riders on the bike for most of the session, and strong enough to hold the bike and rider in the event of a fall.
- Spotters that are 15 years old but not yet 16 years old (aka 'underage spotters') may spot provided there is another spotter at least 21 years old to partner with such underage spotter.
- Underage spotters may **only** spot a rider unassisted if assessed and determined by Shine staff as appropriate after considering such underage spotter's overall maturity, size, strength, degree of physical fitness, etc.
- Underage spotters do not count in the 2:1 spotter to rider requirement.
- Arrange for spotters to be available to Shine staff for orientation and training for one hour the day prior to the start of the camp (spotters attend the same orientation meeting as parents the Sunday before camp) or as otherwise arranged with the Shine Floor Supervisor.
- Conduct background screening at the Host's discretion as Host determines appropriate for spotters.
- Instruct spotters to arrive 15 minutes prior to the session start time for which they are scheduled.
- Provide 'Volunteer Data Spreadsheet' to Shine Floor Supervisor no later than Sunday prior to camp start date. It is common volunteers are added during the week so a final version of this spreadsheet should be sent to the

Floor Supervisor by the Monday following camp.

- If you have volunteers that are unable attend all 5 days it is recommended to have extra volunteers Wednesday through Friday. Spotting conventional bike riders requires more physical exertion and 'fresh legs' are welcome.
- Give priority to volunteer spotters that will commit to at least one session for all 5 days. Volunteers and riders develop a relationship over the course of the program and it is a win-win for both individuals!
- Many spotters will find that one session is all that they can physically handle. Use volunteer spotters that can only attend certain days to backfill sessions and days where you seem light on volunteers.
- Recommended fitness levels should be advertised and listed on the volunteer registration form:
  - can jog at a moderate pace for one hour with short breaks
  - can walk fast for one hour with short breaks
  - can walk steadily for one hour with short breaks
  - cannot walk at a steady pace for one hour with short breaks
- Other volunteer position:
  - Volunteer Check-in Assistants – Good role for 2 people to assist with check-in of riders & volunteers, distribute t-shirts, daily set-up and other assigned tasks (e.g., helping implement motivational techniques for distracted riders). This is a good role for teenagers interested in volunteering that are under 16 years old.
  - Volunteer Photographer – experience with sports or action photography is preferred
  - Assistant Camp Director – assists with pre camp activities such as participant registration, volunteer recruitment, t-shirts and awards, communications, back up support during the week, and all post camp activities.
  - Fundraising Director – focus on sponsors, donors and partnerships.
  - Volunteer Director - Create and execute a volunteer recruitment and registration plan.
- Use online resources such as posting your volunteer opportunity on Facebook and using [www.volunteermatch.org](http://www.volunteermatch.org) , [www.craigslist.org](http://www.craigslist.org) , [www.idealists.org](http://www.idealists.org) and host organization's website
- Check for local volunteer service bureaus and agencies – their primary goal is to connect volunteers with opportunities

- Tap into the host organization's current and prior volunteers
- Try marketing to these groups:
  - Local high schools
  - Colleges and Universities with special and elementary education and physical therapy majors
  - Tri athlete clubs
  - Bike clubs
  - Sororities and fraternities
  - Scouts – Eagle, Boy, Girl
  - Civic clubs such as Rotary Club, Junior League, Kiwanis
  - PT/OT students
  - Police and Fire Departments
  - Church youth groups
  - Local corporations may seek group opportunities for their employees. This can be a good team building opportunity. Some organizations provide paid volunteer leave for their employees.
  - Rider family members. However, we recommend that a family member volunteer to work with a rider other than their own.
- Enlist the help of family friends and colleagues to get the word out about your volunteer needs. Send them an email announcement or flier.
- Press release for media – newspaper, radio and television
- Post fliers in targeted retail areas (e.g., Cusi, Panera, Starbucks, Dunkin Donuts) specifically geographically close to the facility
- Do presentations to groups as often as possible
- If volunteer spotter is under the age of 18, a parent/guardian should sign the liability release form included in the Volunteer Registration Form found on our website.
- Make sure that volunteers have a contact number for you or your designated staff for unplanned absences.
- Schedule the volunteer training for Sunday in conjunction with parent meeting. The first part of this meeting will have parents of riders and volunteers together for the iCan Shine Power Point presentation. Volunteers that attend this hour-long training are much better prepared to work as spotters.
- Send 'Volunteer Thank You Letter' to volunteers after camp.